



OCT 06 2022

URGENT MEMORANDUM

TO : All Regional Executive Directors
DENR – CAR, NCR, Regions I to XIII

FROM : The Undersecretary
Legal, Administration, Human Resources, and Legislative
Affairs, and Chairperson, DENR’s Committee on Anti-Red Tape
(CART) per Special Order No. 2021-325

SUBJECT : SUBMISSION OF COMMENTS ON THE NEW PROCESSES
TO BE ENROLLED IN THE DENR CITIZEN’S CHARTER 2022
(2nd Edition)

In connection with the Anti-Red Tape Authority Memorandum Circular (ARTA MC) 2019-002¹ and 2019-002-A², the existing DENR Citizen’s Charter 2022 (1st Edition) process flows shall be updated and harmonized with the existing and applicable laws, regulations, issuances, and policies of the agency.

In line with this, you are requested to review and submit comments on the attached Citizen’s Charters on the “*Issuance of Certification for Transport of Logs From Tree Plantation one in Private Titled Lands, and another in Tenured/Managed Areas*” which will be included in the updated DENR Citizen’s Charter 2022 in accordance with DENR Administrative Order (DAO) No. 2020-18 dated 17 December 2020.

To ensure the efficient review and submission of comments, please be guided by the following:

- 1) Download word file copy of the new process flows through the link <https://bit.ly/3Cd3Xuz>
- 2) To prevent accidental change in formatting, please refrain from viewing the files by double-clicking and/or opening the files in Google Docs. Instead, download the files and open them using Microsoft Word in your laptop/desktop computer;

¹ Guidelines on the Implementation of the Citizen’s Charter in Compliance with the Republic Act 11032, otherwise known as the ‘Ease of Doing Business and Efficient Government Service Delivery Act f 2018’, and its Implementing Rules and Regulations (IRR)

²Supplemental Guidelines on ARTA MC 2019-002

- 3) Conduct meetings with offices concerned for an accurate review of the procedures, requirements, fees (if any), processing time, and offices and persons responsible;
- 4) Please be reminded that the turnaround/processing time includes the transportation time and waiting time;
- 5) All procedures, fees and documentary requirements must be based on existing laws, policies, rules and regulations;
- 6) Submit to this Office, through the DENR Central Office (CO) Sub-CART on Citizen's Charter (CC) Compliance and Monitoring, with email address at denrcosubcart.citizenscharter@gmail.com , on or before 28 October 2022, your comments in editable, soft copy in Microsoft Word format, and not in hard or printed copies.

For inquires, you may contact Ms. Hanah A. Buguina through her mobile number at 0916-5608-922 or through the email address indicated in Item No. 6.

For information and compliance.


ATTY. ERNESTO D. ADOBO, JR., CESO I

CITIZEN'S CHARTER NO. RO-F-___ -ISSUANCE OF CERTIFICATION FOR TRANSPORT OF LOGS FROM TREE PLANTATION IN PRIVATE TITLED LANDS

This Certification is a legal document required to accompany the transport of harvested timber from tree plantation with Private Tree Plantation Registration (PTPR). Only the Certification issued by a third-party tree plantation certifier duly registered or accredited by the DENR shall be secured, for harvesting and transporting logs.

Office or Division:	Regulation and Permitting Section, DENR CENRO/ Implementing PENRO	
Classification:		
Type of Transaction:	G2B - Government to Business G2C - Government to Citizen	
Who may avail:	Any PTPR holder	
	CHECKLIST OF REQUIREMENTS	WHERE TO SECURE
	1. Private Tree Plantation Registration (1 photocopy)	Requesting Party
	2. Request letter from the proponent for issuance of Certification for Transport of logs from tree plantation in Private Titled Lands (1 original, 1 photocopy)	Requesting Party
	3. Certification stating that the products are from landowner's private property (1 original, 1 photocopy)	Third-party tree plantation certifier duly registered/accredited by the DENR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
1. Submit letter request and supporting documents to CENRO	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR Officer/ CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	50 min.	Receiving/Releasing Clerk CENRO Records Unit

CITIZEN'S CHARTER NO. RO-F- ISSUANCE OF CERTIFICATION FOR TRANSPORT OF LOGS FROM TREE PLANTATION IN TENURED/ MANAGED AREAS

This Certification is a legal document required to accompany the transport of harvested timber from the holders of DENR tenure agreements or management arrangements inside production forest lands. Only the Certification issued by a third-party tree plantation certifier duly registered or accredited by the DENR shall be secured, for harvesting and transporting logs.

Office or Division:	Regulation and Permitting Section, DENR CENRO/ Implemeting PENRO	
Classification:		
Type of Transaction:	G2C - Government to Citizen	
Who may avail:	Holders of DENR tenure agreements or management arrangements inside production forest lands	
CHECKLIST OF REQUIREMENTS		WHERE TO SECURE
1. Certificate of Agreement (1 photocopy)		Requesting Party
2. Approved management plan		Requesting Party
3. Request letter from the proponent for issuance of Certification for Transport of logs from tree plantation in tenured/managed areas (1 original, 1 photocopy)		Requesting Party
4. Five percent (5%) inventory of the planted trees conducted by licensed Foresters based on existing laws, rules and regulations.		
5. Certification stating that the products are from tenured/managed forest plantations (1 original, 1 photocopy)		Third-party tree plantation certifier duly registered/accredited by the DENR

CLIENT STEPS	AGENCY ACTION	FEES TO BE PAID	PROCESSING TIME	PERSONS RESPONSIBLE
---------------------	----------------------	------------------------	------------------------	----------------------------

1.1. None	1.1. Receive application and forward to the Chief, Regulation and Permitting Section (RPS).	None	1 hour	<i>CENR Officer CENRO or PENR Officer Implementing PENRO</i>
	1.2. Receive documents and assign personnel to inspect/verify the request.*	None	30 min.	<i>Chief RPS</i>
	1.3. Prepare two (2) copies of Certification and initial on the file copy and forward to CENR Officer.	None	3 hours	<i>Chief RPS</i>
	1.4. Receive and review documents. Approve and sign the Certification.		1 working day (batching up of documents)	<i>CENR Officer CENRO or PENR Officer Implementing PENRO</i>
	1.5. Release the Certification to the client and retain file copy.		30 min.	<i>Receiving/Releasing Clerk CENRO Records Unit</i>
2. Receive approved Certification for Transport of Logs		None		
	TOTAL:	None	1 day, 5 hours and 50 mins	

1. Submit letter request and supporting documents to CENRO	1. Check completeness of application and supporting documents, and receive, record (including scanning) and forward the application to Deputy CENR Officer/ CENR Officer. Provide Requesting Party an acknowledgement receipt of the documents.	None	50 min.	Receiving/Releasing Clerk CENRO Records Unit
1.1. None	1.1. Receive application and forward to the Chief, Regulation and Permitting Section (RPS).	None	1 hour	<i>CENR Officer</i> CENRO or PENR Officer Implementing PENRO
	1.2. Receive and review the application, and assign inspection team to conduct site inventory.	None	30 min.	Chief RPS
2. Guide/accompany the inventory team to the site.	2.1. Conduct 5% inventory of the planted trees conducted by licensed Foresters based on existing laws, rules and regulations and prepare report with attachments (map, geo-tagged photos and tally sheets) and endorsement to PENR Office. Forward to Chief, RPS.	None	15 working days or less depending on the location and size of the area	Inspection Team RPS
2.2. None	2.2. Prepare two (2) copies of Certification and initial on the file copy and forward to CENR Officer.	None	3 hours	<i>Chief</i> RPS

	2.3. Receive and review documents. Approve and sign the Certification.		1 working day (batching up of documents)	<i>CENR Officer</i> CENRO or PENR Officer Implementing PENRO
	2.4. Release the Certification to the client and retain file copy.		30 min.	<i>Receiving/Releasing Clerk</i> CENRO Records Unit
3. Receive approved Certification for Transport of Logs		None		
TOTAL:		None	16 days, 5 hours and 50 mins or less	